

**CARDIFF AND VALE OF GLAMORGAN REGIONAL PARTNERSHIP BOARD**

**Via Teams**

**29th July 2022**

**11:00-13:00**

**MINUTES OF THE MEETING**

**ATTENDANCE**

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| Cllr Edward Williams | Cabinet member, Social Care and Health, Vale of Glamorgan Council |
| Abigail Harris | Director of Planning and Strategy, Cardiff and Vale University Health Board |
| Cath Doman | Director of Health and Social Care Integration, Cardiff and Vale RPB |
| Charles Janczewski (Interim Chair) | Deputy Chair, Cardiff and Vale University Health Board |
| Helen White | Chief Executive, Taff Housing Association |
| Cllr Lynda Thorne | Cabinet Member for Housing and Communities, Cardiff Council |
| Lynne Aston | Assistant Director of Finance, Head of Finance PCIC Clinical Board, Cardiff and Vale UHB |
| Sam Austin | Deputy Chief Executive and Director of Operational Services, Llamau |
| Sarah McGill | Corporate Director, People and Communities, Cardiff Council |
| Meredith Gardiner | Head of Partnerships and Assurance, Cardiff and Vale RPB |
| Claire Chick | Third Sector Development Manager, C3SC |
| Cllr Ashley Lister | Cabinet member, Social Services, Children’s Services, Cardiff Council |
| Cllr Norma Mackie | Cabinet member, Social Services, Adults Services, Cardiff Council |
| David Pritchard | Social Care Wales, Representative for Sarah McCarty |
| Melanie Godfrey | Director of Education, Cardiff Council |
| Rachel Connor | Chief Executive, Glamorgan Voluntary Services |
| Suzanne Rankin | Chief Executive, Cardiff and Vale UHB |
| Andrew Templeton | Chief Executive, YMCA Cardiff Group |
| Malcolm Perrett | Policy Advisor, Care Forum Wales |
| **Secretariat** | |
| Olivia Headley-Grant  Rebecca Al-Nashee | CAV RPB Partnership Team, Cardiff and Vale RPB |
| **Guests** | |
| Rebecca Hooper | Operational Manager, Regeneration, Cardiff Council |
| Lynne Aston | Assistant Finance Director, Cardiff and Vale UHB |
| Chris Ball | Ageing Well Programme Manager, Cardiff and Vale RPB |
| Versha Sood | Improvement and Development Manager, Dementia, Cardiff and Vale RPB |
| Alison Law | Improvement and Development manager, Joint Commissioning, Cardiff and Vale RPB |
| Lisa Dunsford | Director of Operations, Primary, Community and Intermediate Care, Cardiff and Vale UHB |
| Fiona Kinghorn | Executive Director of Public Health, Cardiff and Vale UHB |
| Suzanne Wood | Consultant, Public Health Medicine, Public Health Wales |

**APOLOGIES**

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| Paula Ham | Director of Learning and Skills, Vale of Glamorgan Council |
| Sarah Scire | Deputy Director of Business Development, Platfform |
| Sheila Hendrickson-Brown | Chief Executive, Cardiff Third Sector Council |
| Lance Carver | Director of Social Services, Vale of Glamorgan Council |
| Suzanne Rankin | Chief Executive, Cardiff and Vale UHB |
| Rachel Connor | Chief Executive, Glamorgan Voluntary Services |
| Sarah McCarty | Director of Improvement and Development, Social Care Wales |
| Caroline Bird | Deputy Chief Operating Officer, Cardiff and Vale UHB |
| Helen White | Chief Executive, Taff Housing Association |

| **Minute number** | **Minute** | **Lead** |
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| 265 | **1. WELCOME AND INTRODUCTIONS**  **Declaration of interests**   * Cath Doman declared that she is a Trustee on the Llamau Board, which is relevant to item 2 where Sam Austin is being introduced as a Deputy Chair. * Abi Harris declared that she is an independent board member of Social Care Wales.   Charles Janczewski welcomed all to the meeting. He encouraged each attendee to introduce themselves, including the new Councillors. He noted that Cllr Williams will be taking over as Chair from the October RPB meeting. |  |
| 266 | **2. GOVERNANCE**  Cath Doman introduced the item which had been circulated previously as ***Items 2.1 and 2.3.***  Members were asked to consider recommendations for:   * + Our new RPB Chair, Deputy Chairs and new members   + Revised Terms of Reference   + Process for selecting a new unpaid carers representative.   **Decision**  The RPB:  **APPROVED** the new RPB Chair Cllr Eddie Williams, Deputy Chairs Charles (Jan) Janczewski and Sam Austin and new RPB members Cllr Ashley Lister and Cllr Norma Mackie.  **APPROVED** the revised Terms of Reference.  **APPROVED** the process for selecting a new unpaid carers representative.  **ACTION:**  Take forward recruitment of a new unpaid carers representative. | Cath Doman |
| 267 | **3. MARKET STABILITY REPORT (MSR)**  Alison Law introduced the item which had been circulated previously as ***Items 3.1 and 3.2.***  **Key points**   * The Market Stability Report (MSR) is a 5-yearly requirement placed on RPBs to assess the stability and sufficiency of the care market. * Alongside the Population Needs Assessment, this Report provides the partnership with an assessment of where it needs to focus its attention and priorities, which will be reflected in the next Joint Area Plan. * The MSR has been overseen by the Regional Commissioning Board on behalf of the RPB, led by Lance Carver. This item will provide the key messages arising from the review.   **Discussion**   * Abi Harris raised a query for clarification of what was covered by the MSR with regards to community care, domiciliary care and the care of older people. Charles Janczewski suggested that the meeting should come back to this question due to its complex nature. Alison Law agreed to provide a response following the meeting. * Sarah McGill reiterated the need for foster carers, but also made a point that there is a need for placement sufficiency across the board. * Malcolm Perrett raised concern regarding quality whilst also increasing capacity. He suggested that ideas such as direct payments and micro-care could go against quality objectives due to a possible lack of supervision and qualifications, and felt that increasing capacity around the private and third sector would be the most beneficial for ensuring an effective level of quality. * Cllr Lynda Thorne noted the report and the need to do things differently, however she felt that these changes will take time and that we need to address the shortage of support workers and care workers immediately. She suggested the idea of doing some promotional work within communities in the meantime, in order to give people more information about the roles and what they entail. * Meredith Gardiner responded to Cllr Thorne to say that the RPB recently had attended their first shared employment fair, which was hosted by the health board. This allowed the RPB to showcase the roles that are currently available across both councils, which gained a lot of positive interest. Meredith explained that this was the first step in a longer process where we want to recruit jointly. She also mentioned that Lance Carver chairs the Regional Workforce Board on behalf of the region which has been working to address the long-term workforce issues that we are experiencing. * Abi Harris acknowledged the timelines that were set out by Alison in ***Items 3.1 and 3.2***, which need to be reflected in the Area Plan. She stressed the need to begin making progress in some of the key areas before the Area Plan is published in March. She also mentioned that she has flagged this at a national level and anticipated several areas of work where we may require government policy to support us.   **Decision**  The RPB:   * **NOTED** the draft MSR. * **APPROVED** the decision to support the draft MSR through partners governance arrangements. * **NOTED** the timeline for assessment and assurance of the MSR. * **NOTED** the dashboard which has been developed by each Local Authority to supply intelligence to their commissioning teams. * **APPROVED** the idea to look into promoting recruitment in communities.   **Action**   * Alison Law to respond to Abi’s query on the areas covered by the MSR. * The Regional Commissioning Board to implement the next stage of work in relation to the MSR. | Alison Law |
| 268 | **4. ANNUAL REPORT 2021-22**  Meredith Gardiner introduced the item which had been circulated previously as ***Item 4*.** We have a statutory duty to deliver an Annual Report for the Regional Partnership Board in 2021-22. has been shared for approval with partners with content drafted by the leads for particular service areas and reviewed by SLG, leads, team members and partners. The Report is brought to the Regional Partnership Board for ratification before publication.  **Decision**  The RPB   * **NOTED** the Annual Report. * **APPROVED** the Annual Report.   **Action:**  Ensure submission of the Annual Report to Welsh Government. | Meredith Gardiner |
| 269 | **5. FORWARD PLANNING: JOINT AREA PLAN APPROACH**  Cath Doman introduced the item which had been circulated previously as ***items 5.1-5.3.***  **Key points**   * This is an opportunity to reset our priorities, bearing in mind our statutory duties as an RPB, the intelligence gained from the Population Needs Assessment and Market Stability Report, and our collective understanding of priorities for our region.   **Discussion**   * Abi Harris mentioned the previous 5 year Area Plan, noting that there is something to learn from it regarding how we move forward. Abi felt that a reflective exercise that looks back on what was done previously would be insightful. She noted that a key learning point would be that previously, in the attempt to make the work really comprehensive, it wasn’t as focused as it perhaps could have been on the areas of work that we’ve needed to undertake. Abi said that the area plan previously wasn’t tracked as systematically as it could have been. * Abi expressed satisfaction with the Outcomes Framework, and felt that there is a need to get clarity on the metrics that we would use to judge our performance early on, in order to identify what impact the work is actually having on citizens. * Abi also thought that the Starting Well, Living Well, Ageing Well framework was extremely helpful and beneficial, expressing support for its continued use alongside the Area Plan. * Jan suggested that a built-in evaluation process to measure what is being done would be beneficial to the work. * Cllr Mackie made the suggestion that it would be helpful to have something in place to identify issues that would require intervention early on. * Sarah McGill agreed that the themes are very helpful, but felt that we shouldn’t conflate themes with meetings. She expressed a need to use the statutory boards more effectively than we are currently. Sarah said that she felt we could use what we have to bring everything together in a smarter, themed way.   **Decision**  The RPB   * + **NOTED** the proposed approach.   **Action**  Take forward delivery of the Area Plan. | Cath Doman |
| 270 | **6. SOCIAL VALUE**  Meredith Gardiner introduced the item which had been circulated previously as ***Item 6***. She explained to the RPB that we have a statutory duty to deliver a Tri-annual Report for the Regional Partnership Board in 2022. The attached document has been shared for approval with partners with content drafted by the leads for particular service areas and reviewed by SLG, leads, team members and partners. The Report was brought to the Regional Partnership Board for ratification before publication.  **Decision**  The RPB   * **NOTED** and **APPROVED** the Social Value Tri-annual Report.   **Action:**  Ensure submission of the Social Vale Tri-annual Report to Welsh Government. | Meredith Gardiner |
| 271 | **7. CAPITAL PROGRAMME**  Rebecca Hooper introduced the item which had been circulated previously as ***Item 7.*** Rebecca explained to the RPB that two new funding streams are replacing the former Integrated Care Funding (ICF) capital programme which ended in March 2022. She informed the group that the paper provides an overview of the new funding arrangements and proposals for an RPB Capital Steering Group to support the submission of bids and delivery across the region.  **Discussion**   * Cllr Mackie asked what funding had been allocated to the grants this time, and whether there had been a reasonable uplift. * Rebecca responded to say that the allocation for the first pot of money has been proposed as £100,000 for this financial year, as recommended at the Capital Steering Group. She explained that this isn’t a significant uplift due to the current position and time of year. She also mentioned that there have been conversations regarding increasing this amount in future years. * Cath informed the meeting that there is now a duty that has been placed upon the RPB to develop a Capital Strategic plan that covers a five to ten-year period. * Cllr Williams sought confirmation that the plan was being discussed with officers from across the partnership. * Rebecca assured Cllr Williams that this is the case, explaining that the Capital Steering Group has representatives from Cardiff and Vale Health board, the Third Sector and Housing and Social Care within both Local Authorities.   **Decision**  The RPB   * **NOTED** the new Capital Funding Streams. * **APPROVED** the establishment and role of the Capital Steering Group. * **APPROVED** the establishment of a Capital team hosted by Cardiff City Council on behalf of the region. * **APPROVED** the proposed funding split between the Health board, Local Authorities and Third Sector to design and deliver an RPB Capital Programme in line with the funding sources specifically   allocation of:  - £100,000 for Third Sector led grants scheme-supporting hospital discharge or supporting people to remain safely and independently in their own homes,  - £250,000 for Care and Repair Cardiff & Vale accommodation solutions and preventative services such as low-level aids and adaptations,  - £350,000 for Cardiff & Vale Assistive Living Technology including Tech and Abled Care.   * **APPROVED** the funding split for Objective 3 Funding for 2022-23. * **NOTED** the update on schemes carried forward from ICF 2021-22.   **Action**   * Take forward agreed actions on the Capital programme for 2022 onwards. | Rebecca Hooper  Rebecca Hooper |
| 272 | **8. DIGITAL CARE REGION PROGRAMME**  Cath Doman introduced the item which had been circulated previously as ***Items 8.1 and 8.2.*** Cath explained that the Digital Care Region Steering Group will directly support the delivery of the RPB’s priority programmes where a digital solution is required. As the Cardiff and Vale Digital Care Region explores and begins to apply the opportunities created by the National Data Resource, the Digital Care Region Steering Group will share that learning with RPBs and others across Wales. The group are keen to act as a pathfinder for other regions so that delivery and application of the NDR can be accelerated for everyone’s benefit.  **Discussion**   * Cllr Williams expressed that he was very happy with the programme and progress made so far.   **Decision**  The RPB   * **NOTED** and **APPROVED** the Digital Care Steering Group Terms of Reference.   **Action:**  Continue with the implementation of the Digital Care Region Programme. | Cath Doman / David Thomas |
| 273 | **9. DEMENTIA PLAN**  Chris Ballintroduced the item which had been circulated previously as ***Items 9.2 and 9.2.*** The paper and attached slides bring a proposed dementia programme structure which builds on the RSM evaluation of the local programme since 2019 and its recommendations, and reflects the All Wales Dementia Pathway of Standards and the associated Delivery Framework.  **Decision**  The RPB:   * **NOTED** and **APPROVED** the proposals for regional dementia services. | Chris Ball / Versha Sood |
| 274 | **10. REGIONAL INTEGRATION FUND**  Meredith Gardinerintroduced the summary of Q1 performance, draft outcomes and reporting structures which had been circulated previously as ***Item 10.*** She requested that the RPB notethe requirements for RIF Outcomes Reporting, and to agree the programme-level assurance structure.  **Discussion**   * Charles Janczewski asked whether a chart could be created in order to help new and existing RPB colleagues understand the sources and types of funding that we receive, and how they are used. * Cllr Williams suggested that a short executive summary would suffice, and felt conscious of creating more work unnecessarily. * Abi Harris agreed with Cllr Williams, and felt that something needs to be done to show the Welsh Government how much work is involved in this process. Abi also expressed that while we submit a vast amount of data to the Welsh Government, she was most interested in the data that we need for ourselves as an RPB and our organisations in order to judge whether we are making a difference for citizens. She reiterated that this needs to be echoed up to Welsh Government. * Cath Doman mentioned risks associated with slippage this year, and felt that the RPB will need to be sighted on this. She also explained that delegation of the slippage should be managed centrally, as current pressures on the system mean that it could be diverted to other areas.   **Decision**  The RPB:   * **NOTED** the requirements for the Regional Integration Fund outcomes reporting. * **APPROVED** the Programme Level Assurance structure.   **Action**   * Prepare a summary demonstrating the sources of funding available to the RPB for circulation to the membership; * Prepare a detailed briefing for Councillors and new RPB members on the wider work of the RPB; * Take forward dialogue with Welsh Government to clarify future reporting requirements. | Meredith Gardiner / Lynne Aston |
| 275 | **11.1 MINUTES OF THE LAST MEETING**   * No amendments identified and minutes of the last meeting were agreed by RPB.   **11.2 ACTION LOG REVIEW**   * All actions completed. No actions are outstanding. | Meredith Gardiner |
|  | **Meeting close** | Chair |

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| **DATES OF FUTURE MEETINGS**   |  | | --- | | **Dates of future RPB formal meetings:**  25/10/2022 14:00 – 16:00 | |